

**SWPPP ANNUAL REVIEW CHECKLIST
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER BUREAU**

Date:	By:	
Facility Name:		
Address:		
County:	SIC Code:	
Permit Number:	COC No.:	Expiration Date:
Permitee:		
Certified Operator(s) Name/Number/Expiration:		

[Yes (Y), No (N) or Not Applicable (N/A)]

1. Source Identification

To identify potential sources of significant materials that can pollute storm water and subsequently be discharged from the facility, the SWPPP shall, at a minimum, include the following items:

- a. A site map identifying the following:
- | | |
|--|-----|
| 1) buildings and other permanent structures | [] |
| 2) storage or disposal areas for significant materials | [] |
| 3) secondary containment structures and what they contain | [] |
| 4) storm water discharge outfalls (numbered for reference) | [] |
| 5) location of storm water inlets contributing to each outfall | [] |
| 6) location of NPDES permitted discharges other than storm water | [] |
| 7) outlines of the drainage areas contributing to each outfall | [] |
| 8) structural runoff controls or storm water treatment facilities | [] |
| 9) areas of vegetation | [] |
| 10) areas of exposed and/or erodible soils | [] |
| 11) impervious surfaces (roof, asphalt, concrete) | [] |
| 12) name and location of receiving water(s) | [] |
| 13) areas of known or suspected impacts on surface waters designated under the Natural Resources and Environmental Protection Act, P.A. 451, Part 201, of 1994 (formerly Act 307). | [] |
- b. A list of all significant materials that could enter storm water. []
For each material listed, the plan shall include:
- 1) Ways in which each type of material has been or has reasonable potential to become exposed to storm water (e.g., spillage during handling; leaks from pipes, pumps, vessels; contact with storage piles; waste handling/disposal; deposits from dust or overspray, etc). []

- 2) An evaluation of the reasonable potential for contribution of significant materials to runoff from at least the following areas or activities:
- a. loading, unloading, and other material handling operations ☐
 - b. outdoor storage including secondary containment structures ☐
 - c. outdoor manufacturing or processing activities ☐
 - d. significant dust or particulate generating processes ☐
 - e. discharge from rooftop vents, stacks and air emission controls ☐
 - f. on-site waste disposal practices ☐
 - g. maintenance and cleaning of vehicles, machines and equipment ☐
 - h. areas of exposed and/or erodible soils ☐
 - i. sites of environmental contamination listed under the Natural Resources and Environmental Protection Act, P.A. 451, part 201, of 1994 (formerly Act 307). ☐
 - j. areas of significant material residues ☐
 - k. areas where wild or domestic animals congregate and deposit waste ☐
 - l. other areas where storm water may contact significant materials ☐
- 3) Identification of the outfall or outfalls through which the material may be discharged if released. ☐
- c. A listing of oil and other polluting materials that have been spilled or leaked over the three years prior to the completion of the plan; the date, volume and exact location of release; and the action taken to clean up the material and /or prevent exposure to storm water runoff or contamination of surface waters of the state. ☐
- d. Is there a Total Daily Maximum Load (TMDL) for the receiving water ☐
If yes, does the plan identify related controls ☐
- e. A summary of existing storm water discharge sampling data (if available) describing pollutants in storm water discharges associated with industrial activity at the facility. This summary shall be accompanied by a description of the suspected source(s) of the pollutants detected. ☐

2. Preventive Measures and Source Controls, Non-Structural

To prevent significant materials from contacting storm water at the source, the plan shall include at a minimum:

- a. A description of a program for routine preventive maintenance which includes requirements for inspection and maintenance of storm water management and control devices (e.g., cleaning of oil/water separators and catch basins) as well as inspecting and testing plant equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters. A log of the inspection and corrective actions shall be maintained on file by the permittee. ☐

- b. A schedule for comprehensive inspection of equipment, plant areas, and structural pollution prevention and treatment controls to be performed semi-annually or quarterly depending on the permit requirements. The comprehensive inspection reports shall contain compliance certification. []
- c. A description of good housekeeping procedures to maintain a clean, orderly facility. []
- d. The plan shall specify material handling procedures and storage requirements for significant materials. Equipment and procedures for cleaning up spills shall be identified in the plan and made available to the appropriate personnel. The procedures shall identify measures to prevent the spilled materials from being discharged into storm water. The plan may include reference to a PIPP or SPCC plan. []
- e. Identification of areas which have a high potential for significant soil erosion. The plan shall also identify measures used to control soil erosion and sedimentation. []
- f. A description of employee training programs which will be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the plan. The plan shall identify periodic dates for such training. []
- g. Identifications of actions to comply with TMDL requirements. []
- h. Identification of significant materials expected to be present in storm water discharges following implementation of non-structural preventative measures and source controls. []

3. Structural Controls for Prevention and Treatment

If non-structural controls are not sufficient to prevent uncontaminated storm water from contacting or being contacted by significant materials or if preventive measures are not feasible or are inadequate to keep significant materials out of storm water, the plan provides a description of the location, function, and design criteria of structural controls for prevention and treatment. []

4. Keeping Plans Current

Is the plan being reviewed annually and are written summaries of the reviews maintained? []

5. Certified Operator Update

If the certified operator is new/changed, has the Department been notified? []

6. Signature and SWPPP Review

Has the plan been signed by the certified operator and the permittee or a designated representative? []

Record Keeping

Are SWPPP related documents being maintained on file for at least 3 years?

[_____]

Describe revisions needed to the SWPPP

[illegible]